

FSCS Steering Committee  
Embassy Suites (Chevy Chase Pavilion)  
4300 Military Road, N.W.  
Washington, DC 20015  
September 10-12, 2001

**Attending:**

Steering Committee Members:

SDC's: Elected: J. D. Waggoner (Chair), Carolyn Ashcraft (Vice Chair), Marianne Kotch, Naomi Krefman, and Sondra Taylor-Furbie Appointed: Darla Cottrill, Libby Law, Secretary, and Keith Lance.

ALA: Mary Jo Lynch

COSLA:

NCES: Adrienne Chute, Elaine Kroe, Jeffrey Owings, Joannell Porter and Jeffrey Williams

NCLIS: Denise Davis

Others:

CENSUS: Michael Freeman Pat Garner, Maria Polcari and Cynthia Jo Ramsey

NCLIS: Kim Miller

ARL: Martha Kyrillidou

DB Consulting: Hazel Williams

The meeting was called to order at 9:15am. J.D. Waggoner welcomed everyone and introductions were made.

**NCES Reports and Updates:**

Jeffrey Owings announced that Gary Phillips is still acting Commissioner and that NCES anticipates level funding for the program in FY2002. Support for the library statistics program will continue.

The field test for the 10<sup>th</sup> Grade Longitudinal Survey has been completed. There was high response from the librarians. The full survey will be conducted in spring 2002.

Mary Jo Lynch has submitted a request for a fast response survey on the role of public libraries in supporting K-12 education. She suggested that NCES make use of the study conducted by the Department of Education in the late 1990's. Mr. Owings indicated NCES will consider this for the future.

All of the NCES surveys are being redesigned. The Common Core of Data is being re-designed as a Web-based collection. A long-range goal is a re-design of the FSCS for Public Libraries Survey with more useable data for the education community. Jeffrey Owings and Denise Davis will work with a team of librarians from across the country on a redesign. Jeffrey Williams later indicated that NCES is not pushing Web-based collection of data for all surveys at the national level.

The National Household Survey is being expanded to include a few questions on libraries.

The Current Population Survey will be expanded with a few questions on libraries. Questions used in the 1996 survey, the Fast Response Programming for Adults Survey, and the Rural Survey conducted by Bernie Vavrek have been compiled and submitted to CENSUS for pre-test. The Current Population Survey will be expanded with a few questions on libraries. Questions used in the 1996 survey, the Fast Response Programming for Adults Survey, and the Rural Survey conducted by Bernie Vavrek have been compiled and submitted to CENSUS for pre-test. Denise expressed concern regarding the appropriateness of library questions in this survey as it is a survey sponsored by other federal agencies and deals primarily with

economic issues impacting labor. Adrienne is to send a copy of the questions to the members of the Steering Committee.

1998 Data: Jeffrey Williams reported delays in posting of the 1998 data to the Peer Comparison and Locator Web tools. Delays to the posting of the data are a result of a NCES study of the usability of all NCES sites. The first report on the Peer Comparison Tool was that there was too much scrolling involved in its use. Last Thursday, the Web Master sent more issues of concern and indicated that he wanted to do still more checking. Concern was expressed about the long delay in posting the data while the site is under revision and the poor customer service caused by the delay and of not providing an explanation for the delay for those accessing the site. Denise Davis indicated that she will send a letter to NCES about this.

FY2000 data was received from all 50 states plus DC by July 31. The memorandum about the plan for the collection of 2001 public library statistics was sent to State Library Agencies on August 31.

The State Library Agency Survey was the 1<sup>st</sup> Web-based collection, a first to have a firm deadline and timely release of data. This was the model for the Academic Library Survey (fall 2000). Plans are to post the 2000 Academic library data on the Peer Comparison Tool by end of November 2001 and release the ED Tab the end of March 2002.

There was a 97% response rate to the Fast Response Survey on Adult Programming in Public Libraries. The first draft has been reviewed and the 2<sup>nd</sup> draft will be completed. Adrienne Chute distributed an Issues List based on the first draft. Members of the Steering Committee expressed some serious concerns about the accuracy of some of the data, some of which may be a result of the distribution of the survey to individual outlets instead of the administrative agency on behalf of the outlet. Adrienne Chute will attempt to verify the accuracy of the conclusion regarding E-rate and literacy, and consider sending copies of the responses to the appropriate State Data Coordinator for review. Denise Davis will ensure NCLIS prepares a letter to Gary Phillips regarding the concerns. NCES will recommend that J.D. Waggoner and Carolyn Ashcraft serve on the adjudication review committee.

### **Census Reports and Updates**

2000 Data: Pat Garner introduced Maria Polcari, who is helping with the editing of the data. All States and all except one territory provided data by the deadline.

1999 Data: The first set of imputations is completed. The next set of imputations will be done upon the completion of the review of the first set. November 1 is the anticipated date for completion. The data changes were made to the files since June and will go to Adrienne Chute this week. It will then be ready to post to the Peer Comparison Tool pretty quickly. The 1999 data should be available for posting about the same time the 1998 data is posted.

2001 Data: There will be no changes to Winplus software. A review of edits indicates that few changes are needed and there will be almost no changes to the manual. The software will be able to import data from any computer. CENSUS anticipates an on schedule delivery of Winplus software and user guide to NCES for review (September 30, 2001). The software and manual will be made available to states by mid November.

The "Collection and Reporting of FY2001 Public Libraries Survey Data Schedule" was reviewed. Minor wording changes were made. For May 2002 the revisions included changing the wording to: Final due date for Group 1 for States to response to Census follow-up. Similar changes were made in August for Group 2. The Data file and documentation released on the NCES web site date was moved from April 7 to March 31 to match the letter that Jeffrey Owings sent to COSLA.

Pat Garner distributed the Appendix H – Historical Edit Checks, which included the edit revisions. She will send it to SDC and distribute it at the Professional Development Conference.

### **ARL E-metrics Update**

Martha Kyrillidou reported on the status of the ARL projects related to electronic data items. For more information see: <http://www.arl.org/stats/newmeas/emetrics/index/html>

### **NCLIS Update**

Denise Davis distributed copies of the report prepared by Bob Willard and reported on the next big NCLIS project - a multi-year plan to study services to persons with disabilities. Howard Harris will be the contractor for this project. She also distributed copies of an article in the Huntington, WV newspaper *The Herald-Dispatch* that strongly supports the need for continued funding of NCLIS. Future funding for NCLIS is still unknown. The Bill is scheduled for "Mark-up" this week.

Copies of the Draft report of the FSCS Web-based Data Collection Group Final Report were distributed. Two changes were made: The 5<sup>th</sup> paragraph will begin: The task group applauds the goal of timely release of the ED Tab. Changes were also made to the 2<sup>nd</sup> paragraph under recommendations to make it clear that information is needed from State Data Coordinators about how they are currently collecting data.

Copies of John Bertot's report "Public Library Network Statistics National Data Collection Model Project" update and copies of the results of the Informal survey of State Library Agencies on the availability of Ebooks in public libraries were distributed.

Denise Davis reported on her discussion with Bob Martin, IMLS. He indicated that he will appoint someone to serve on the FSCS Steering Committee. She will contact him about making the IMLS Updates presentation at the Professional Development Conference.

### **COSLA Research and Statistics Update**

Barratt Wilkins was unable to attend the meeting.

### **Election of New Members of the Steering Committee**

Motion by Carolyn Ashcraft: To extend the terms of the current elected SDC and officers of the Steering Committee for an additional 9 months because of the change in the schedule of the Annual Professional Development Conference. The motion was seconded by Mananne Kotch and passed unanimously. J.D. Waggoner will send of memo to the SDC's as soon as possible.

### **Discussion of Workshop and Questions for Mentoring Session**

In addition to the regular discussion of how the data submission worked (and how the submission is working), the groups will be asked what they are doing in Web-based data collection at the local level, what new data items are being added to their state reports, and reminded about the new data items to be submitted in 2002. An E-mail will be sent to SDC's reminding them of the new data elements to be collected and reported in 2002.

### **Steering Committee Goals and Objectives Discussion**

The General Steering Committee 2001 Objectives were reviewed. Editorial changes made were the removal of the words "and use" from the third point and addition of IMLS to the list of partners in the FSCS process. Point 5 was referred to the Data Collection Subcommittee.

Darla Cottrill reported on the progress toward achievement of the Data Collection Subcommittee objectives. There was a discussion of the status of the geomapping project issues impacting on the development of historical tracking (vital statistics). Concern was expressed that the study of historical tracking issues excluded any representation of SDC's from the Steering Committee. Darla Cottrill will participate in future activities of the development of the historical tracking. The Steering Committee was reminded that the software is frozen through 2001 data collection with only functionality changes being made. Darla Cottrill will survey SDC's about the status of state-based web collection.

Tuesday morning the meeting was adjourned briefly upon hearing about the bombing of the World Trade Center Towers in New York City and the Pentagon in Washington, DC and resumed at 11:15 a.m. Several of the Federal government members of the Steering Committee left the meeting, and those members remaining continued with the agenda.

The Steering Committee met as a whole to discuss the Revised Policy and Procedures for Review of Data Elements. The second paragraph under Three Year Cycle on Page 1 was changed to read: The cycle is based on a "program year." The term "program year" refers to the year beginning with the Annual Meeting and concluding the month prior to the next Annual Meeting. The Annual Meeting is held in December. The first meeting of the Steering Committee is held at the conclusion of the Annual Meeting. There are at least three additional FSCS Steering Committee meetings per year (March, June, and September). Page 2 was replaced by the points on the handout. The handout was revised by referring the meetings as First, Second, Third and Fourth and not by the month in which the meeting is held. The actual reference to the month of the meeting was removed. Point 10 was revised by removing the words "to OMB" and adding "by NCES." Point 12 was deleted. The date in point 15 was changed to November 15. Page 4 and 5 were deleted with the understanding that the other pages will be reviewed to ensure there is no need for Pages 4 and 5. Carolyn Ashcraft and Keith Lance will review the wording.

The Steering Committee met as a whole to review the plans for the Professional Development Conference. Areas of responsibility were assigned. All of the Steering Committee SDC's are to be present on Sunday orientation of new SDC's. The issue of Where and When for the next Professional Development Conference is unknown. Arizona in early December is still under strong consideration.

The Legal Basis Code definition for "library district" was discussed. Carolyn Ashcraft reported that a quick check of SDC's in states with library district libraries indicated that the taxing authority for the library districts vary. No change will be made to the definition at this time.

Keith Lance provided copies of "Comparison of Preliminary (6/00) and Final (7/01) U.S. Public Library Statistics With and Without Imputation. After discussion of the information it was decided that there is a need to present this information at the Conference. Denise will share a copy of the document with Gary Phillips.

After the Steering Committee was called to order on Tuesday, the agenda for September 12 was revised. The Steering Committee was divided into two task forces to discuss issues previously identified.

Task Force 1: Review the data elements issues related to reporting expenditures for materials and reporting expenditures for electronic access and recommend changes needed to address the problem. Task Force 1 reported that their recommendation is to breakdown data item 25 into a variety of materials such as books, print subscriptions, electronic materials (current data item 44) and others; insert data item 45 Operating Expenditures for Electronic Access after data item 25, followed by data item 26 with a revised definition. Data elements are to be re-numbered. Denise Davis will work on wording for the revisions needed in the definition and keep the task force informed. This will be discussed at the Professional Development Conference.

Task Force 2: Review the overall financial reporting issues relating to the NCES 1995 study, GASB34 and other issues identified by the Data Elements Subcommittee. Task force 2 indicated that more work is needed. They plan to meet during the afternoon and again at the December Professional Development Conference.

**Schedule for upcoming meetings:**

December 2-4, 2001 FSCS Professional Development Conference and 1<sup>st</sup> Steering Committee Meeting

March 25-27, 2002 2<sup>nd</sup> Steering Committee Meeting

June 3-5, 2002 (Proposed) 3<sup>rd</sup> Steering Committee Meeting

September 23-25, 2002 (Proposed) 4<sup>th</sup> Steering Committee Meeting

December 8-11, 2002 (Proposed) FSCS Professional Development Conference, followed by 1<sup>st</sup> Steering Committee Meeting

**Plus & Minus:**

**Plus**

- Hotel
- Hazel and Joannell – For their 200% support
- Easy access to restaurants
- Meeting rooms
- Amount of work accomplished even with the major disaster
- Group – The entire group is great
- Hotel staff
- Food
- Location
- Grocery Store across the street

**Minus**

- 9/11/01 Attack on America

**Subcommittee Notes (Subcommittee Chairs will provide full report)**

**Data Conference Subcommittee**

The draft for the Professional Development Conference December 2-4 was distributed. The issue of election of new SDC's was discussed and referred to the full committee. Sandy Cooper was suggested as a third State Librarian to serve on the COSLA Panel.

To promote camaraderie Mentors will sit as groups for the first luncheon (Awards Luncheon). There will be flip charts identifying a variety of after hour's social options.

See attachment for Conference agenda.

**Data Elements Subcommittee:**

The Subcommittee 2001 objectives were reviewed. It was decided that little should/could be done about the last two: Solicit new data elements and Implement new data elements. The 3 data issues raised on the listserv were discussed.

1) Jim Scheppke (State Librarian, Oregon) expressed concern about the definition of "library district" and suggested that the words "independent taxing authority" should be added to the definition. Contacts with other states with library's with legal basis of "library district" indicates that the situation varies state by state. The Subcommittee recommends no change to the definition at this time.

2) Bob Fortenbaugh (SDC, New Jersey) suggested the need to revise the definition of Books/Serial Volumes. After a brief discussion the group decided that the two combined items should be separated and Keith Lance and Denise Davis are to develop some wording.

3) Bruce Pomerantz (SDC, Minnesota) asked for clarification of what is to be included in Electronic Access. The wording is being reviewed.

4) Bruce Pomerantz (SDC, Minnesota) asked if a terminal dedicated solely to the circulation system be reported as Internet Access if it can also be used to access the Internet. The Subcommittee's decision is No.

Task Force on Financial Data Elements

Although Alan Zimmerman was unable to attend the meeting because of the 9/11/01 Attack on America, the other Task Force members (Naomi Krefman, Mary Jo Lynch, and Libby Law) were joined by Denise Davis, J.D. Waggoner, Marianne Kotch, Sondra Taylor-Furbee, Suzanne Miller, Elaine Kroe, and Jeffrey Williams. Naomi Krefman distributed a handout which identified the process, the variables, discussion points and a summary of the data collected in Michigan.

The Task Force agreed that the information needed is what it cost to operate a library, including “on-behalf of” funds, which can be documented as indicated in the Expenditure definition. The group also indicated that the “on-behalf of” funds need to be reflected both revenue and expenditure.

### **Data Use Subcommittee**

Attending: first session: Keith Lance (Chair) Adrienne Chute, Naomi Krefman, Elaine Kroe, Mary Jo Lynch, Cynthia Ramsey, J.D. Waggoner; second session (committee of the whole)

1. Confirmed the subcommittee's conference programs for December: 1) school library impact research (Lance), 2) Counting On Results outcome-based evaluation project (Nicole Steffen, new assoc. dir., Library Research Service, CO), 3) how to analyze data (Leslie Scott, NCES), and Peer Search/Locator tools (Martha Reifschneider).
2. Reviewed draft request of web statistics for LSP pages on the NCES website.
3. Established that 1998 data is not yet available on the NCES website because webmaster Jerry Malitz refuses to post it until LSP staff complete an extensive review/redesign of LSP pages.
4. Recommended that the public library mapping project contracted to GEOLIB (Dean Jue, FL State U.) employ 2000 public library identification data.
5. Reviewed and discussed Lance's analysis of preliminary, final unimputed, and final data for 1998. General consensus is that small to negligible changes in most data elements call into question the wisdom and value of NCES procedures that delay data release more than one year from the time preliminary national dataset is available.

### **To Do:**

Carolyn Ashcraft or J.D. Waggoner will send an e-mail to SDC's reminding them of the new data elements to be reported in 2002.

Carolyn Ashcraft and Keith Lance will review the wording in the Revised Policy and Procedures for Review or Data Elements to incorporate any changes necessary in order to eliminate pages 4 and 5.

Adrienne Chute is to send a copy of the questions proposed for the Current Population survey to the members of the Steering Committee.

Adrienne Chute will attempt to verify the accuracy of the conclusion regarding E-rate and literacy, and consider sending copies of the Programming for Adults Survey responses to the appropriate State Data Coordinator for review.

Darla Cottrill will survey SDC's about the status of state based web collection.

Denise Davis will share a copy of the “Comparison of Preliminary (6/00) and Final (7/01) U.S. Public Library Statistics with and Without Imputation” document with Gary Phillips.

Denise Davis will work on wording for the proposed revisions of the expenditure definition and keep the task force informed.

Denise Davis ensured a letter would be prepared from NCLIS to Gary Phillips regarding the concerns on the Adult Program Services FRSS.

Denise Davis will contact Bob Martin about making the IMLS Updates presentation at the Professional Development Conference.

Denise Davis indicated that she will send a letter to NCES about the concerns in delaying posting 1998 data to the Peer Comparison and Library Locator tools.

Pat Garner will send it to SDC and distribute it at the Professional Development Conference.

NCES will recommend that J.D. Waggoner and Carolyn Ashcraft serve on the adjudication review committee.

Draft Agenda  
(as of September 12, 2001)  
FSCS PROFESSIONAL DEVELOPMENT CONFERENCE  
December 2-4, 2001

**Sunday December 2, 2001**

1:00 Registration of New State Data Coordinators  
2:00 Welcome and Introductions FSCS Steering Committee  
History of FSCS Keith Curry Lance  
Role of NCES/NCLIS/ALA/COSLA Denise Davis  
2:30 WinPLUS Training Census Staff  
5:30 Reception Embassy Suites Hotel

**Monday December 3**

8:00 Registration  
9:00 Welcome J.D. Waggoner  
NCES Updates Jeffrey Owings  
NCLIS Updates Bob Willard  
CENSUS Updates Pat Garner  
IMLS Updates Bob Martin

10:15 Keynote Speaker Joe Shubert

11:00 Break

11:15 John Bertot Results of Field Testing of Electronic Performance Measures

12:00 Awards Luncheon

1:30- Discussion and Proposals for new data elements

3:45 Break

4:00 Concurrent Session 1

1. Policy Analysis Leslie Scott	2. Library Locator and Peer Comparison Tools Martha Reifschneider
3. Children's Test Scores and Public Libraries Keith Curry Lance	4. Results of NCLIS funded projects for assistance

**Tuesday December 4**

9:00 COSLA Panel Peggy Rudd, Jack Mulkey,  
State Librarian of MD as second choice

10:00 Break

10:15 Concurrent Session 2



1. Counting on Results Library Research Service Staff (Colorado)	2. Library Locator and Peer Comparison Tools Martha Reifschneider
3. Data Definitions Q&A Data Definition Steering Subcommittee	4. Swap Shop of Ideas Data Use Subcommittee

11:15 Mentor Sessions

FSCS Steering Committee

12:15 LUNCH  
Speaker: Gary Phillips

1:45 Data Elements Discussion (cont.)

2:15 State Data Coordinator's Caucus

3:00 Break

3:15 Business Meeting

4:15 Adjourn

**Wednesday December 5**

9:00 – 11:30 FSCS Steering Committee Meeting